



Higher Level Teaching Assistant (HLTA) for the Additionally Resourced Provision (ARP)

<https://mynewterm.com/jobs/147884/EDV-2026-OBA-17441>



RECRUITMENT PACK

CONTENTS

1. Our Academy
2. Job Description
3. Person Specification



Our Academy

It is with great pleasure that I welcome you, on behalf of the children, staff and governors, to Old Bank Academy.

Old Bank Academy is an inclusive school that caters for the needs of all children aged 4-11 years old. We pride ourselves on the friendly atmosphere of our school community, which enables our children to thrive and reach their potential in all aspects of their life. We are passionate about improving the life chances of young children in our school community and children are encouraged to develop themselves as fully rounded, emotionally intelligent individuals.

As part of Impact Education Multi Academy Trust, we are passionate about making a difference and inspiring children to be resilient and confident learners with a love for learning. Here at Old Bank, we want our children to be excited about learning and to develop their knowledge, skills and understanding across a wide curriculum. We believe in celebrating success and ensuring that children feel valued.

At Old Bank, we work in partnership with parents and carers. We value the contributions of a child's whole family and are committed to building strong links with the community. We know that the more parents are engaged in their child's learning, the more they will achieve!

We are an Ofsted good school **Where Every Pupil Grows.**

Mr Brook
Headteacher





Post:	Higher Level Teaching Assistant – Additionally Resourced Provision
Salary:	SCP 23-26 (£26,952 – 29,179) pro rata
Contract Type:	Fixed Term Contract, 12 months, starting September 2026
Hours:	32.5 hours per week. Term Time Only + 5 days
Closing Date:	Friday 10 th July 2026
Interview Date:	w/c Monday 13 th July 2026

Key Responsibilities:

- Demonstrate passion and enthusiasm for Old Bank Academy ARP's vision and core values.
- Uphold and promote the ARP's values and vision.
- Provide students with clear behaviour expectations and support strategies for regulation.
- Liaise with the ARP Specialist HTLA to ensure that needs of pupils are met and progress is monitored.
- Supervise activities and learning tasks for students.
- Ensure learning strategies are effective and meet the needs of the students, as directed by the ARP Specialist HLTA.
- To participate and assist in supervision of educational visits, in conjunction with the ARP Specialist HLTA/ARP Lead.
- Respond to the needs of students in a calm and controlled manner.
- Carry out any other reasonable duties as requested by the ARP Specialist HTLA/ ARP Lead/Headteacher.
- Manage own workload and that of others to allow an appropriate work / life balance.

Operational Management:

- Demonstrate good time keeping.
- Work efficiently to agreed deadlines.
- Ensure the high standard of support within the ARP is evident at all times.
- Demonstrate integrity and the ability to communicate openly.
- Work in effective partnership with other leaders in the Trust.
- Attend meetings / training and carry out administrative tasks and duties as specified.



General:

- Demonstrate passion and enthusiasm for Old Bank Academy's vision and core values and ensure these are always demonstrated.
- As part of your wider duties and responsibilities you are required to promote and actively support the School's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.



Job Description

Post: Higher Level Teaching Assistant (HLTA) – ARP

Purpose

To support the planning, delivery, and monitoring of learning activities for pupils within the ARP, ensuring progress is recorded and aligned with learning outcomes. To contribute to a positive learning environment and support the development of the ARP curriculum and team.

Duties and Responsibilities

- Support the ARP Lead and Specialist HLTA in planning and delivering individual, group, and whole class learning activities.
- Maintain accurate records of pupil progress and communicate effectively with staff and parents.
- Promote positive behaviour and pupil engagement in line with school policies.
- Assist in preparing and maintaining classroom resources and equipment.
- Support the development and training of ARP TA's.
- Ensure high standards of support and operational efficiency within the ARP.
- Provide personal care and minor medical support to pupils as required.
- Promote safeguarding and inclusion, ensuring all pupils are supported to participate fully in learning activities.
- To provide support to the ARP Lead and Specialist HLTA in co-ordinating planned support and interventions as part of agreed plans for children.
- Have an up-to-date knowledge of best practices and innovative teaching strategies for pupils with C&L and CCI needs
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings/training and carry out tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.



Person Specification

Post: Higher Level Teaching Assistant (HLTA) – ARP

Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> Relevant degree or equivalent qualification. Evidence of continuous professional development. 	<ul style="list-style-type: none"> Relevant CPD First Aid qualified 	<ul style="list-style-type: none"> Application Certification
Experience	<ul style="list-style-type: none"> Experience of working with children/young people with special and additional needs (inc. ASC, Global Developmental Delay, ADHD, MLD, PDA) in a specialist provision. Experience of delivering 1-1, small group and whole group interventions within a specialist setting. 	<ul style="list-style-type: none"> Knowledge of the SEN Code of Practice, Keeping Children Safe in Education legislation, inclusion and equalities/safeguarding procedures. 	<ul style="list-style-type: none"> Application Interview References
Knowledge and skills	<ul style="list-style-type: none"> Excellent organisational and time management skills. Effective use of ICT to support learning. Ability to work under pressure and meet tight deadlines. Strong communication skills, both written and verbal. Ability to work collaboratively with staff at all levels. Ability to relate to children/young people with special and additional needs and from diverse/social backgrounds. Ability to work and effectively support children exhibiting behavioural difficulties/ difficulties regulating. 	<ul style="list-style-type: none"> Knowledge of statutory provisions relating to Ofqual Knowledge of the national curriculum applicable to schools. 	<ul style="list-style-type: none"> Application Interview References
Character	<ul style="list-style-type: none"> High level of accuracy and attention to detail. Proactive and able to use initiative. Flexible and adaptable approach to work. Commitment to safeguarding and promoting the welfare of students. Committed to equality of opportunity for all and making all members of the community feel valued and respected. Act as a role model to staff and pupils. Commitment to professional development High expectations for accountability and consistency. 	<ul style="list-style-type: none"> Willingness to develop own understanding and capability through advice and training Ability to think clearly and remain calm in emergencies 	<ul style="list-style-type: none"> Application Interview References





CEO Welcome

I am proud to welcome you to **Impact Education**. We are a diverse family of Primary, Secondary, Alternative Provision and All-Through Academies, serving young people and their communities in Calderdale and Kirklees, West Yorkshire.

Our **vision** is to be a Trust **where hearts and minds connect**; values-driven partners who work collaboratively to provide a high-quality whole education that impacts positively on our young people. We are on a **mission** to improve their life chances, challenging social disadvantage and championing inclusion. We believe in student agency and equipping our young people with the knowledge, skills and qualities to be successful in learning, life and work.

Our **people** are empowered to create, explore, share and learn from each other and the wider system. They have access to high quality continued professional development and learning. We work hard, but not at the expense of wellbeing, and we want all our people to feel valued, respected and happy in their work.

Our **values** of Heart, Mind and Connect underpin everything we do and our **core principles** articulate how we will live these out.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,

Mick Kay
Chief Executive Officer



Benefits of Joining

All colleagues receive a planned induction to ensure the best start possible. We are also very proud of the professional learning opportunities across our Trust which are part of our Canopy offering. Canopy means professional learning for everybody across Impact trust – whatever your school, whatever your role and whatever your interest. A place which inspires us all to grow and develop and pushes us all to be our professional best. These opportunities vary from ITT Training, NPQ's, HLTA, SEND TA, Wellbeing Champion Apprenticeships and many more. Early Career teachers are supported through a range of networks and have access to fully trained mentors and coaching opportunities.

You will also have opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Smart Hive', which gives access to a range of benefits:

- Car Benefit Scheme
- Cycle to Work Scheme
- Employee Assistance Programme (Including LifeWorks health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)
- Gym Discounts
- Mobile phone deals
- Retail Discounts Scheme

Colleague Voice and wellbeing is important to us. Colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Smart Hive', which provides access to a range of benefits outlined below. We also complete an annual Trust listening survey and our Colleague Ambassadors support the development of action plans to help us work towards our goal of being a Great Place to Work.

We listen to our colleagues and measure the health of our culture through our partnership with The Happiness Index. We use their employee engagement and happiness platform to gather feedback anonymously and help drive a happier, healthier and higher-performing organisation.

For further information about working for Impact Education MAT, please visit our website:

www.i-mat.org.uk/working-for-us/

